

**CORRECTIONS OFFICER II**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible supervisory position in the jail facility of the police department, the primary duties of which include the care and supervision of inmates, maintaining safety and security within the jail facility, and the general supervision of lower ranking jail personnel. Corrections Officers II supervise the booking and processing of arrested persons, complete records and reports necessary to document jail activities, control the movement of inmates, and conduct searches of inmates and jail cells. Employees of this class perform tasks with little supervision, reporting to and having work reviewed by a Police Major.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all of the duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises the operation of the jail. Prepares for shift by reviewing records of previous shift activity or being briefed by out-going officer. Reviews incoming communications, making assignments to staff or routing the work to the appropriate person or location. Coordinates the work of the division with related federal, state, and local agencies, relating information and giving assistance when needed. Keeps abreast and informs subordinates of changes in regulations, laws, technical developments, new departmental policies, or related matters. Investigates complaints against division personnel and formulates a recommendation for reply to the complaint or for action to be taken. Answers inquiries and handles complaints from the public about the operation of the jail.

Performs booking procedures for arrested persons brought to the jail, including searching inmates, photographing, fingerprinting and securing personal property, and completing necessary arrest records. Ensures that inmates are secured in cells. Provides for inmate needs, including meals, clothing, and medical attention. Makes sure jail facility is clean. Drives vehicle

to transport inmates or accompanies inmate from the jail to another location and back to the jail.

Conducts routine and random searches of inmates and jail facilities to discover and seize contraband and to perform inmate counts. Operates security devices. Hears inmate grievances and counsels inmates. Prevents or controls disruptive behavior among inmates and disciplines inmates for violations or infractions of rules, using weapons and restraining devices when required. Inspects and maintains emergency equipment.

Supervises inmates and trustees in any activities taking place in or outside of the cells, such as meals, recreational, or rehabilitation activities. Controls the movement of inmates within the jail facility and in transit to other locations, such as court or medical facilities. Uses weapons and restraining devices as may be required in order to maintain control and security. Hears and counsels inmates with grievances. Prevents or controls disruptive behavior. Disciplines inmates for violations or infractions of rules according to departmental policies and procedures.

Supervises lower ranking jail personnel. Inspects the appearance of subordinate personnel and assigns duty areas. Assigns work schedules and approves leave. Provides on-the-job training for new employees. Reviews reports written by subordinates and provides technical assistance when needed. Evaluates work performance of subordinates. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Maintains discipline among subordinate employees.

Maintains an inventory of supplies necessary for the operation of the jail facility. Inspects and maintains division equipment, calling for repairs or notifying supervisor when repairs are needed.

Completes records and writes reports required to document seized contraband, incidents or disturbances that occur in the jail, reports on medical attention to prisoners, or related records or reports necessary for the operation of the jail. Writes letters in answer to requests addressed to the jail or letters needed to address problems or other needs of the division.

Performs related duties as assigned.

**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and being a qualified elector of the State of Louisiana.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without reasonable accommodation.

Must have and maintain a valid Louisiana drivers' license.

Must be a regular and permanent employee in the class of Corrections Officer.